

Downtown Life Safety Grant Application and Guidelines

Application Checklist:

Step 1

- Set-up pre-application meeting;
- Complete Grant application and associated support materials; and,
- Submit application packet to development services.

Step 2

- Staff to check application for completeness;
- Review proposed improvements with appropriate departments; and,
- Counsel applicant to resolve any identified problems.

Step 3

- Review panel will meet and render a decision; and,
- Staff will notify property owner of their decision.

Step 4

- Staff will place the grant request on next available Bryan City Council agenda;
- Prepare presentation for City Council; and,
- Present request to City Council during meeting.
- City Council to render a decision.
- Staff will notify property owner of Council decision.

Step 5

- Applicant and/or agent will acquire required permits; and,
- Begin work on improvements as approved.
- When construction is completed, the applicant will submit a written request for inspection of work.

Step 6

- Staff will inspect work and evaluate; and,
- Work with applicant to resolve any identified problems.

Step 7

- Once the work has been accepted by the City, the applicant will submit a written request for reimbursement, all bills paid affidavit, W9 and documentation of proof of payment. Acceptable proofs of payment for reimbursement include, but are not limited to:
 - Itemized contractor and/ or sub- contractor's invoices with the corresponding receipts and/ or cancelled checks
 - Paid Invoices for materials and/ or supplies with the corresponding receipts and/ or cancelled checks, or
 - A release of lien from contractors, sub- contractors, and/or suppliers (A sample of the release of lien is available upon request)

Step 8

- Staff will review proof of payment documents;
- Work with applicant to resolve any identified problems; and,
- Disburse grant monies to property owner.

Downtown Life Safety Grant Application

Date Received:

Case Contact:

Owner's Name

Telephone No.

Fax No.

E-Mail

Owner's Mailing Address

Agent's Name

Telephone No.

Fax No.

E-Mail

Agent's Mailing Address

Building Name and Address

Subdivision

Block

Lot(s)

Zoning of Property: _____

Current Use of Property: _____ Proposed Use of Property: _____

Life Safety Improvement #1: _____ **Grant Request: \$** _____

Cost Estimate No. 1 prepared by: _____ **Total for Cost Estimate No. 1: \$** _____

Cost Estimate No. 2 prepared by: _____ **Total for Cost Estimate No. 2: \$** _____

Please note that both Cost Estimates must be attached to this application.

Life Safety Improvement #2: _____ **Grant Request: \$** _____

Cost Estimate No. 1 prepared by: _____ **Total for Cost Estimate No. 1: \$** _____

Cost Estimate No. 2 prepared by: _____ **Total for Cost Estimate No. 2: \$** _____

Please note that both Cost Estimates must be attached to this application.

Life Safety Improvement #3: _____ **Grant Request: \$** _____

Cost Estimate No. 1 prepared by: _____ **Total for Cost Estimate No. 1: \$** _____

Cost Estimate No. 2 prepared by: _____ **Total for Cost Estimate No. 2: \$** _____

Please note that both Cost Estimates must be attached to this application.

Has this property received any other funding through the City of Bryan? _____

Source	Amount
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Project description: Please provide a narrative of the project describing the work to be completed (maximum of 750 words). Please attach additional pages if necessary.

Certification

I hereby certify that I am the owner of the above described property for the purpose of this application. I also understand it is necessary for me or my authorized agent to be present at any and all public hearings in regard to this case.

Owner's Signature

Owner's Printed Name

Owner's Mailing Address

Owner's Telephone

Agent Authorization

In lieu of representing this request myself as owner of the subject property, I hereby authorize the person designated below to act as my agent for the application, processing, representation and/ or presentation of this request. The designated agent shall be the principle contact person with the City (and vice versa) in processing and responding to requirements, information, or issues relevant to this request.

Owner's Signature

Owner's Printed Name

Agent's Signature

Agent's Printed Name

Agent's telephone number

Agent's Address

**CITY OF BRYAN
LIFE SAFETY GRANT PROGRAM**

This Agreement is by and between the CITY OF BRYAN, a Texas Home Rule Municipal Corporation (hereinafter referred to as "CITY"), and _____, property owner of _____, located in Downtown Bryan. (herein after referred to as "Grant Recipient").

As part of the City's Downtown Life Safety Grant, both parties agree that this program aides downtown business owners in the rehabilitation and restoration of Historic Downtown Bryan to encourage the elimination of conditions that could be injurious to public health, safety and welfare; to encourage private investment in commercial and multi-family housing that may otherwise be cost prohibitive; and to stimulate redevelopment to increase sales tax revenues and property values.

The Grant Recipient agrees and accepts funding from the City up to 50% of the cost of the approved Life Safety improvement(s), not to exceed \$_____. The Grant Recipient agrees to comply with the requirements of the Downtown Life Safety Grant Guidelines outlined in Exhibit "A."

The Grant Recipient shall complete all work in the scope approved by the City of Bryan according to Exhibit "B." The Grant recipient shall complete all Extra Work in connection therewith. All work and materials shall be in strict conformity with the specifications. The Substantial Completion of the work shall not excuse the Grant recipient from performing all the work undertaken, whether of a minor or major nature, and thereby completing the Project in accordance with the Grant Program guidelines and scope of work. In the event that the Grant recipient fails to perform the work as required for Final Completion, Grant recipient shall reimburse the City for all costs; or the City may contract with a third party to complete the work and the Grant recipient shall assume and pay the costs of the performance of the work as contracted.

By: _____ Date: _____

Printed Name: _____ Title: _____

CITY OF BRYAN:

City Manager Date: _____

APPROVED AS TO FORM:

City Attorney Date: _____

ACCEPTED BY:

Economic Development/Business Liaison Date: _____

Exhibit “A”

I. DOWNTOWN LIFE SAFETY GRANT GUIDELINES

- A. Goal:** The Downtown Life Safety Grant seeks to provide financial assistance for the installation and compliance of the International Building Code fire suppression and safety code requirements. The program will benefit the City of Bryan by assisting Downtown Bryan property owners to improve existing vacant commercial buildings in the form of a reimbursement program. The program will increase the economic vitality of the buildings, increase sales tax and property values, while preserving and enhancing Bryan’s architectural and cultural history.
- B. Objectives:**
- a. Encourage elimination of conditions that could be a serious growing menace, injurious to public health, safety and welfare;
 - b. Encourage private investment in commercial and multi-family housing downtown through the use of public incentives;
 - c. Stimulate economic and business development downtown by providing safe environments for workers, businesses and the public;
 - d. Stimulate redevelopment to increase sales tax revenues and property values;
- C. Eligible Area:** Properties located along Main Street and Bryan Avenue between West Martin Luther King Street and West 29th Street. Refer to “Eligible Area” shown in blue on ATTACHMENT “1,” attached.
- D. Eligible Improvements:** Eligible improvements must be required Life Safety improvements required by the Bryan Code of Ordinances. Examples include, but are not limited to the following:
- a. Fire separation between floors or adjacent occupancies;
 - b. Fire/smoke alarm/sprinkler systems;
 - c. Fire proofing of stairwells;
 - d. Repair/replacement/installation of fire escapes, fire rated walls or windows;
 - e. Additional means of egress, (for example doors and windows);
- E. Program Eligibility:**
- a. Grant recipient must be the owner of record or the tenant with the owner’s approval of the proposed changes to the building.
 - b. Owner must have clear title of the property with no adverse judgments of liens
 - c. The property must be located within the eligible area.
 - d. Qualifying buildings are to be used for commercial or multi-family uses; structures used exclusively for single-family residences will not qualify.
 - e. New commercial development will not qualify, only structures in existence at the time this ordinance is adopted are eligible.
 - f. Work that has been completed or is underway at the time the grant application is submitted will not qualify.
 - g. The property owner must be willing to comply with all local and state laws and regulations affecting the property, its rehabilitation and future use.
 - h. Property owner must be in good standing with the City of Bryan, any fines, fees or unpaid taxes owed to the City of Bryan by the property owner are paid in full prior to the application being accepted.

- F. Policy and Conditions of the Grant Program:** Matching grants will be awarded for any approved Downtown Life Safety Grant applications. Project proposals must be reviewed and approved before rehabilitation work begins. Guidelines are as follows:
- a. Matching grant amounts are awarded for up to 50% of the total estimated cost, up to \$35,000 of each life safety improvement, on a reimbursable basis.
 - b. Qualified applicants will be required to match the awarded grant funds dollar for dollar. Grants will be awarded based on the number of life safety improvements and the costs of each improvement. For example; if the property has three separate life safety improvements required prior to opening, then the property owner is eligible for three separate grant awards, each limited to up to 50% of the total estimated repair cost, up to \$35,000.
 - c. The aggregate total of grants awarded to a property may not exceed \$50,000.
 - d. Qualified applicants will be required to match the awarded grant funds dollar for dollar. Agents of the property owner are not eligible to receive reimbursement. Reimbursement checks will only be issued to the owner of the property, the business owner and/or the property owner's or business owner's designated financial institution.
 - e. The total funds available in the Downtown Life Safety Grant account at any given time may restrict the City's ability to meet a grant request.
 - f. Professional Fees (Architectural and/or Engineering fees) incurred by the applicant are not eligible for reimbursement.
 - g. The City of Bryan Historic Landmark Commission will review exterior changes to buildings requesting funding from the Downtown Life Safety Grant.
- G. Reimbursement Procedure:** As a general rule, all commercial or private funding for a project must be expended prior to the use of the City funding. Matching grant monies will be disbursed at the completion of improvements and with the acceptance of work by the City of Bryan. Documentation of proof of payment must be submitted with a written request for reimbursement. Acceptable proofs of payment for reimbursement include, but are not limited to the following:
- a. Itemized contractor and/or sub-contractor's invoices with the corresponding receipts and /or cancelled checks
 - b. Paid Invoices for materials and/or supplies with the corresponding receipts and/or cancelled checks, or
 - c. A release of lien from contractors, sub-contractors, and/or suppliers (A sample of the release of lien is available upon request)
- The owner of the property will supply any additional documentation as required by the City of Bryan to confirm expenses.
- H. Project Duration:** Approved Construction must begin within sixty (60) days from the date of grant approval, and must be completed within three hundred and sixty five (365) days or monies will be recycled back into the program and reimbursement will not be made.
- I. Changes to Approved Scope of Work:** The City of Bryan must approve any changes made to the scope of work. Funding will not be awarded for any changes under construction without prior approval. Significant changes to the scope of work will require the authorization of the City Council. Minor changes (those less than the amount set forth in spending authorization ordinances § 26-28 of the Bryan City Code) may be approved by staff.

- J. Eligible Labor:** Matching grant monies may not be used to pay the property owner or members of the owner's family for labor on the project.
- K. Grant Limitations:** Life Safety improvements must comply with all state and local laws including all ordinances and regulations of the City of Bryan. The total funds available in the matching grant program at any given time may restrict the City's ability to fully fund a grant request. Matching grants shall be processed on a first come – first served basis, as grant monies are limited, and can be competitive. Consideration will include the necessity of the repairs or improvements, and the benefit to the building and the general public.

II. INITIATING REQUESTS FOR THE DOWNTOWN LIFE SAFETY GRANT

- A. Submittal Requirements:** Eligible property owners (see ATTACHMENT "1") interested in the program should submit six (6) copies of the following on compact discs to the City of Bryan Planning Department. Staff will review the provided information and may request additional information, if needed.
- a. A completed application form.
 - b. A narrative of the project describing the work to be completed (max. 750 words).
 - c. Drawings/plans detailing the proposed improvements (PDF format).
 - d. Two (2) itemized cost estimates from two independent sources. Cost estimates from the property owner or any entity to which the property owner is associated will not be accepted.
 - e. Current tax certificate showing no delinquent taxes for the property.
 - f. Owner's certification and proof of ownership.
- B. Downtown Life Safety Program Review Panel:** The program applications will be reviewed by the Downtown Life Safety Program review panel to ensure all funds are awarded to viable improvements that are in compliance with the cities adopted International Building Code fire suppression and safety code requirements. The Review Panel shall consist of the following individuals; Fire Marshal, Chief Building Official, and an Economic Development representative. Please be aware that in an effort to assist as many applicants as possible with the limited program funds available, the City of Bryan cannot guarantee that all matching grant requests will be funded.
- C. City Council Review:** With recommendations from the Historic Landmark Commission regarding projects changing the exterior of the structure, and recommendations for the Review Panel, all matching grant applications will be forwarded for consideration by the Bryan City Council. The City Council may vote to approve, approve with modifications, or deny each matching grant application. If approved, a pre-construction conference will be held before the project can commence.
- D. Project Construction:** Upon application approval by the City Council, City staff will schedule a mandatory pre-construction conference for each approved application within thirty (30) days. Project construction must begin within sixty (60) days from the City Council approval date and must be completed within three hundred and sixty five (365) days from the beginning of construction, or monies for said project will not be distributed and returned to the program fund for the following fiscal year.

E. Contact Information:

Development Services
City of Bryan
300 South Texas Avenue
Bryan, Texas 77803
Ph: 979-209-5030
Fax: 979-209-5035

III. APPLICATION PROCESS FOR THE DOWNTOWN LIFE SAFETY GRANT PROGRAM

There are several steps to obtaining funds through the Downtown Life Safety Program depending on the type of improvements proposed. City staff will review the application for completeness and eligibility before initiating the review process.

- A. Design Approval:** The proposed changes must be reviewed and approved by the Bryan City Council before the grant can be awarded.
- B. Review Process:** City staff will work with the owner to determine the appropriate review process(s). At a minimum, the owner will need to supply the reviewing entity with a written description and detailed plans of the proposed changes. Descriptions should be specific as to materials to be used and any technical specifications pertinent to the proposal. Owner will also supply an itemized cost estimate for the improvements from a minimum of two (2) contractors. The International Building Code fire suppression and safety code requirements and the City of Bryan Code of Ordinances will serve as the basis for reviewing the correctness of the proposed life safety improvements. Copies of these guidelines are available in the Development Services Department. Additional information may be required by staff as needed.
- C. Building Standards Approval:** If funds are to be used to add construction, improvements within a right-of-way; correct code violations; improve structural stability; the City of Bryan Building Services Division and/or the Site Development Review Committee (SDRC) must review the planned changes and issue the required permit(s) before the grant can be awarded. Submissions will vary depending on the improvements planned. Applicants should contact the Development Services Department, at 209-5030, for information specific to their project. All work undertaken will be inspected and must be found in compliance with all applicable building codes and regulations before the grant is awarded.
- D. Financial Approval:** Development Services staff will review the two (2) itemized cost estimates for the project, proof of title to the building and proof that taxes are current. The applicant is required to have completed the design and/or building standards review(s) and received approval(s) before staff will review the grant application. The Life Safety Grant Panel will review all submitted materials and the grant request will then be placed on the next available City Council agenda. City Council will approve or deny the grant request based upon their review of the application packet.
- E. Inspections:** Inspections may occur periodically throughout the construction phase. At the completion of construction, the applicant will submit a written request for final inspection. A final inspection is required prior to requesting reimbursement, and will verify that all work approved for the grant is completed, and in keeping with the approved Certificate of Appropriateness, if any.

- F. Reimbursement:** Once the City of Bryan has accepted the completed construction, the applicant may submit for reimbursement. Documentation of proof of payment must be submitted with the request in accordance with Section G “Reimbursement Procedure” of the Downtown Life Safety Grant document.

ATTACHMENT “1”
Eligible Area for the Downtown Life Safety Grant

